

Minutes of Regular Meeting
ELISHA D. SMITH PUBLIC LIBRARY TRUSTEES
Elisha D. Smith Public Library Gegan Room
April 27, 2016

Call to order at 4:00pm by Crawmer.

Present: Crawmer, Englebert, Golz, Kaminski (teen rep), and VanderHeyden.

Absent: Franzoi, Rollins-Jump, and Wicichowski

Also Present: Director Lenz, Beson (Children's Services Supervisor), Bongers (Adult Services Supervisor), Brandt (Support Services Supervisor) and Dreyer (Administrative Assistant)

Public Comment/Communication

A letter was sent from the trustees to Curtis Smith, thanking him for his donation of stock to the library's endowment fund.

Consent Business

Motion made by Golz, seconded by Englebert to approve the Library Board meeting minutes from March 23, 2016, and accept the Fundraising Committee meeting minutes of March 24, 2016. Motion carried unanimously.

Authorization of Bills

The invoice from Badger Elevator was to repair the cable on the freight elevator and the invoice from Kone is the annual maintenance fee for the public elevator. The current upgrade to the public elevator is part of the capital improvement budget. Motion made by Englebert, seconded by VanderHeyden to authorize payment of the April 2016 bills as presented from the 2016 budget. Motion carried unanimously.

Director's Report/Information Items

1. March Statistics. We are now counting wireless Internet connections only when the Internet is used; prior to installing new technology the wireless number included every hit by every phone and device that entered or came close to the building.
2. Budget Status. The common council recently approved carryover funds from 2015 to be used for the upgrade to the self check machines and a new computer that connects the library to the city.
3. Endowment Report. The March endowment report was distributed to trustees.
4. Staff Reports.
 - Golz and VanderHeyden, both members of the library's Investments Committee, attended an investment review by the Community Foundation for the Fox Valley Region, Inc.
 - The Wisconsin Association of Public Libraries is holding a conference at the Best Western in Oshkosh from May 11-13. Trustees are invited to attend.
 - The Fox Cities Book Festival that took place April 18-24 was very successful. Our library had over 1,000 people attend author presentations. In conjunction with the Fox Cities Reads author David Sheff, the library hosted a well-attended workshop for families dealing with addiction on April 9.
 - A strategic plan update was distributed.
 - Staff are working with library system staff on updating our website to make it easier to use on mobile devices and appeal to millennials.
 - Gretchen Raab, Neenah Library Director, brought to her library board the trustees' request for a joint meeting regarding the annual report and they declined. They feel it is an individual library decision.
 - We have an entry in the Memorial Day Parade. Trustees are invited to walk along.
 - Thank you! to President Mary Crawmer and Secretary Wicichowski for providing food and fun puzzles/prizes for staff members during National Library Week. Their efforts are very much appreciated.
 - We assessed library board appointments and noted which terms end this June.
 - The public elevator is currently under repair.

5. Fundraising Committee Report.

At their last meeting, the Fundraising Committee brainstormed ideas for future fundraisers. They also made recommendations to the trustees to consider:

- the costs and benefits of incorporating the Friends into a 501(c)3 nonprofit organization,
- making fundraising the responsibility of the entire board. They suggest facilitating this effort by preparing quick messages that advocate for the library and business cards with contact information for trustees.
- making fundraising for library programs and materials the only priority. (The sculptor and benefactor associated with artwork under consideration for the front of the library will be notified.)
- possibly inviting a fundraising expert to talk to the committee or all of the trustees.

Discussion /Action Items

1. Winnefox Library System Board Representation. Menasha is allowed one representative on the Winnefox Library System Board. Our representative for the past few years, Christine Kaup, has resigned. A job description was distributed. Volunteers and recommendations are welcome.
2. County Appropriations for 2017. Based on 2015 circulation figures, the library is eligible to receive reimbursement for serving patrons living outside of the city Menasha in areas that do not support a public library. While reimbursement from Outagamie and Waupaca Counties are not pursued based on an informal agreement that service is reciprocated between libraries in those counties and libraries in Winnebago County, trustees agreed that requests should be made for reimbursement for service to residents of Winnebago County and Calumet County, as well as the facilities reimbursement from Winnebago County.

Adjourn into Closed Session: Motion made by Englebert, seconded by Golz to adjourn and reconvene in closed session pursuant to WI Statue §19.85(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Roll call vote: Crawmer-yes, Englebert-yes, Golz-yes, and VanderHeyden-yes. The trustees considered a written request from a library employee for unpaid leave.

Reconvene into open session: Motion made by Englebert to adjourn closed session and reconvene in open session, seconded by VanderHeyden. Roll call vote: Crawmer-yes, Englebert-yes, Golz-yes, and VanderHeyden-yes.

Discussion / Action Items

3. Motion made by Crawmer, seconded by VanderHeyden, acknowledging that past practice has been to have employees exhaust all of their paid leave prior to granting unpaid leave and granting the employee unpaid leave beginning May 9 and then, based on her doctor's direction, extending that unpaid leave as is or intermittently until May 25, when the board will consider another request, if necessary. Motion carried unanimously.

Adjournment

Motion to adjourn made at 4:53pm by Englebert, seconded by VanderHeyden. Motion carried unanimously.

Respectfully submitted,
Kathy Dreyer, recording Secretary